

# Regular Meeting

<b>Agenda Item #</b>	4
<b>Meeting Date</b>	4/11/05
<b>Prepared By</b>	Catherine Waters, City Clerk
<b>Approved By</b>	Barbara B. Matthews City Manager

<b>Discussion Item</b>	2 <sup>nd</sup> Reading Ordinance re: Emergency Preparedness Committee Membership
<b>Background</b>	<p>By adoption of Ordinance #2004-31 (12/13/04), the Council established an Emergency Preparedness Committee. The Committee was charged with providing community input to and assist in the City's planning and preparations for emergency operations.</p> <p>On March 14, 2005, in the process of considering a resolution to effect the initial appointments to the committee, points were raised regarding the number of committee members and their term limits.</p> <p>Appointments were delayed. Staff was asked to recommend appropriate legislative amendments to address the concerns.</p> <p>Council voted on the ordinance at first reading on March 28, 2004.</p> <p>(NOTE: Stacy L. Baker and Henry C. Daniels were interviewed by the Council on March 7. Wolfgang Mergner was interviewed on March 21. Mary Drake and Ahmed Martinez were interviewed on April 4.)</p>
<b>Policy</b>	Revisions to an existing Ordinance require the Council's adoption of an amending Ordinance (or repeal/replace action, effected by the same action). Takoma Park Code, Chapter 2.16 "Boards and Commissions" and City Administrative Regulation 95-01 address the provisions related to statutory committees.
<b>Fiscal Impact</b>	None
<b>Attachments</b>	"Proposed" 2 <sup>nd</sup> Reading Ordinance Ordinance #2004-31
<b>Recommendation</b>	Staff recommends that Council adopt the Ordinance at 2 <sup>nd</sup> Reading.
<b>Special Consideration</b>	

**ORDINANCE #2005-8**

**REVISING ORDINANCE #2004-31, WHICH ESTABLISHED THE EMERGENCY PREPAREDNESS COMMITTEE AS A STATUTORY COMMITTEE, TO ADD LANGUAGE TO BETTER DEFINE MEMBERSHIP AND SET FORTH TERM LIMITS**

**WHEREAS,** the City Council adopted Ordinance #2004-31 on December 13, 2004, establishing an Emergency Preparedness Committee to provide community input to and assist in the City's planning and preparations for emergency operations, and to involve residents in providing appropriate assistance during emergency operations; **AND**

**WHEREAS,** the Ordinance included a detailed outline of the Committee's mission and identified the membership composition; **AND**

**WHEREAS,** in the process of interviewing applicants and preparing for the Council to take action on appointments, it was recognized that the language of Ordinance #2004-31 should be revised to set forth a staggered, term limit structure, consistent with other statutory committees.

**NOW THEREFORE, BE IT ORDAINED THAT** Committee members shall serve staggered, three-year terms with initial appointments of one, two and three years. All terms shall begin on April 1<sup>st</sup> and end on March 31<sup>st</sup>. Mid-term vacancies shall be filled to serve the balance of the unexpired term and if appropriate, extended in accordance with provisions of Takoma Park Code Section 2.16.010; **AND**

**BE IT FURTHER ORDAINED THAT** the Takoma Park Code, Chapter 2.16 "Boards and Commissions", shall be revised to reflect the establishment of this statutory Committee.

**ADOPTED** this \_\_\_\_ day of April, 2005, by roll-call vote as follows:

Aye:

Nay:

Absent:

Abstain:

**Introduced by: Councilmember Williams**

**First Reading: 11/22/04**

**Second Reading: 12/13/04**

**ORDINANCE #2004-31**

**ESTABLISHING A STATUTORY EMERGENCY PREPAREDNESS COMMITTEE**

**WHEREAS,** the City is participating in an inter-jurisdictional initiative efforts in response to national and regional concerns regarding emergency preparedness; **AND**

**WHEREAS,** through coordination with local jurisdictions, agencies, organizations and community participation, the City developed an Emergency Preparedness Plan; **AND**

**WHEREAS,** the City Council formally adopted the Emergency Preparedness Plan including a recommendation that an Emergency Preparedness Committee be established. **AND**

**WHEREAS,** the City desires to obtain resident input and to involve resident volunteers in assisting with emergency preparedness.

**NOW, THEREFORE, BE IT ORDAINED THAT** the City Council of Takoma Park, Maryland, hereby establishes an Emergency Preparedness Committee to provide community input to and assist in the City's planning and preparations for emergency operations and to involve residents in providing appropriate assistance during emergency operations.

**BE IT FURTHER RESOLVED THAT** the Emergency Preparedness Committee shall assist in:

1. Reviewing the City's Emergency Operations Plan and recommending changes to the Council and City Manager; and
2. Organizing Neighborhood Safety Contacts to interface with the City's Emergency Operations Team and establishing a process for using these contacts to facilitate communications during actual emergencies; and
3. Exploring the formation of volunteer neighborhood emergency teams that would assist City Departments in carrying out emergency activities when called upon; and
4. Establishing a process for assisting the frail, elderly and persons with disabilities during an emergency; and

5. Assisting the City and other agencies in educating residents on their individual responsibilities for preparing their households for emergencies and providing information on what residents can expect from the City during an emergency; and
6. Exploring grant opportunities that would aid the City to improve the emergency preparedness of the Community and City Management–this would include assisting City staff in documenting and submitting desirable grants for review by the City Manager and concurrence of the Council; and
7. Reporting to the Council on the Committee’s progress six months after the Committee starts operating and every six months thereafter. Each report should provide appropriate recommendations for improving the City’s emergency preparedness along with budgetary implications that should be considered during the preparation of the annual budget; and
8. Arranging for Community Emergency Response Training (CERT) for resident volunteers and committee members as requested; and
9. Coordinating with the Montgomery County Volunteer Center to identify volunteer opportunities under emergency situations. Educating and promoting these volunteer opportunities to City residents; and
10. Establishing an active relationship with relevant County, State and Federal Volunteer Agencies as well as the emergency preparedness volunteer organizations of neighboring jurisdictions; and
11. Suggesting test scenarios to the City Manager and providing Committee members to be present in the City’s Emergency Operations Center during Emergency Test Exercises to act as observers during the test and to provide input to the after action report of the test.

**BE IT FURTHER ORDAINED THAT THE COMMITTEE MEMBERSHIP** will be composed of appropriate senior City Staff selected by the City Manager, one member of the Public Safety Citizens Advisory Committee (PSCAC), one member of the City’s Fire Department and six residents (preferably one from each Ward) appointed by the Council. Appointees should have some professional background in emergency preparedness or operations and be available to perform committee duties during the day when required.

**BE IT FURTHER ORDAINED THAT THE COMMITTEE SHALL COMPLY WITH OPEN MEETINGS REQUIREMENTS** as set forth in Takoma Park Administrative Regulation 95-01 and other applicable City Regulations/Policies, and Federal and State laws. This shall include making prior announcements of all meetings and maintaining and publishing written minutes of all meetings.

**BE IT FURTHER ORDAINED THAT** appointments to this Committee shall be effected by a separate resolution.

Adopted this 13th day of December, 2004, by roll-call vote as follows:

Aye: Porter, Austin-Lane, Barry, Elrich, Seamens, Williams  
Nay:  
Absent: Mizeur  
Abstain: